

WELCOME!
VOLUNTEER ORIENTATION
DREAM GIRLS &
DISTINGUISHED GENTLEMEN
PROM EVENT 2012

Saturday, March 10, 2012
The Hilton
Irvine, CA



INTRODUCTION

- Thank you for volunteering for this event!
- This presentation will provide you with details about:
 - Theme of the Day
 - Event Day Timeline
 - Dress Code
 - Volunteer Job Descriptions
 - Directions
 - How Else You Can Help!
- Your support is what is most important to our events!



WHAT'S THIS DAY ALL ABOUT?

- 150 at-risk High School Seniors from 1 local high school and 3 social service agencies.



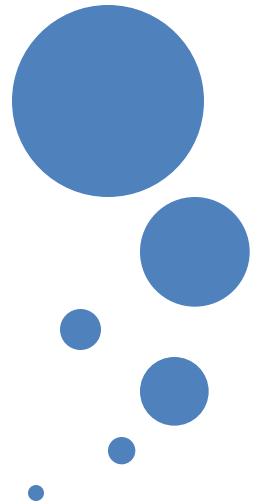
- Giving these young teens the opportunity to attend exciting, life transforming workshops and shop for the prom dress or tuxedo of their dreams
- Helping them make the right choices for their futures

WHAT'S THIS DAY ALL ABOUT?

- 300 community & corporate volunteers spending their time & bringing their talents



- Collaborating with agency partners to serve 150 teens
- Fun, Fashion & Friends!!!



AGENCY COLLABORATIVE PARTNERS



○ Dream Girls & Distinguished Gentlemen

○ Los Amigos High School



○ Working Wardrobes

○ Phoenix House Academy



Phoenix House
Rising Above Addiction

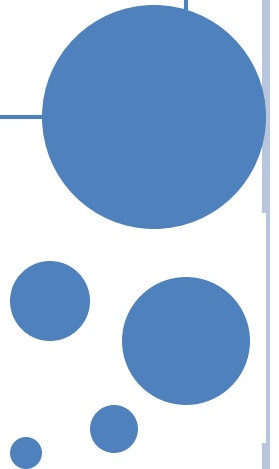


○ The Simon Family Foundation

EVENT SERVICES



- Etiquette Workshop
- Treasure Mapping
- Shopping for a Prom Dress/Tux & accessories
- Inspirational Finale



EVENT AGENDA

- 5:30 am** Really Early bird Set-up Team arrives
- 6:30 am** Early bird volunteers and staff – Valet & Registration Teams arrive
- 7:00 am** Ambassador Volunteers Arrive
- 7:30 am** General Volunteer registration & breakfast
- 8:00am** Volunteer Orientation
- 8:30 am** Teens arrive/ Registration/ Breakfast



EVENT AGENDA

9:00 am Welcome/Orientation – Monarch Ballroom

- Welcome from Megan

- Etiquette workshop from Josie Martin (9:05-9:55)

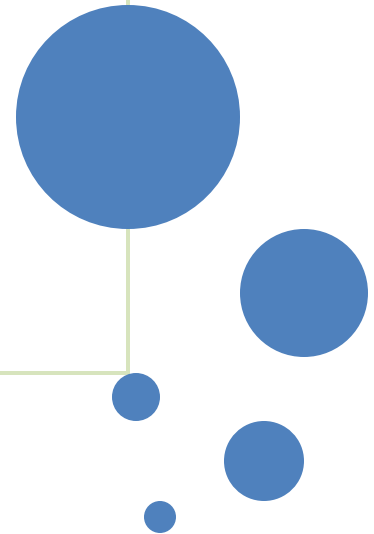
10:00 – 1:00 Rotation of services:
Treasure Mapping & Prom Shopping

11:00 am Arrival of VIP's – check in at California Room

1:00 Lunch is served for Volunteers and teens

1:15 Finale Officially begins

2:15 Finale wraps up



DISTINGUISHED GENTLEMEN'S NAMETAGS

Here is an sample of what the guests' nametags look like and the information provided for each of the rotations.

Working Wardrobes®



Transforming Lives

2012 DREAM Girls & Distinguished Gentlemen Prom Event

John
Smith

Working Wardrobes

Group 1

9:00 – 10:00 Orientation & Etiquette Workshop	10:00 – 11:20 Tux & Accessory Shopping
11:30 – 1:00 Treasure Mapping Workshop	1:00 – 1:15 Lunch
1:15 – 2:15 Finale!	

DREAM Girls' Nametags

Here is a sample of what the guests' nametags look like and the information provided for each of the rotations.

Working Wardrobes®



Transforming Lives

Kathy
Smith

Working Wardrobes

2012 DREAM Girls & Distinguished Gentlemen Prom Event

9:00 – 10:00 Orientation & Etiquette Workshop	10:00 – 11:20 Treasure Mapping Workshop
11:30 – 1:00 Dress & Accessory Shopping	1:00 – 1:15 Lunch
1:15 – 2:15 Finale!	



SERVICES/ROOMS

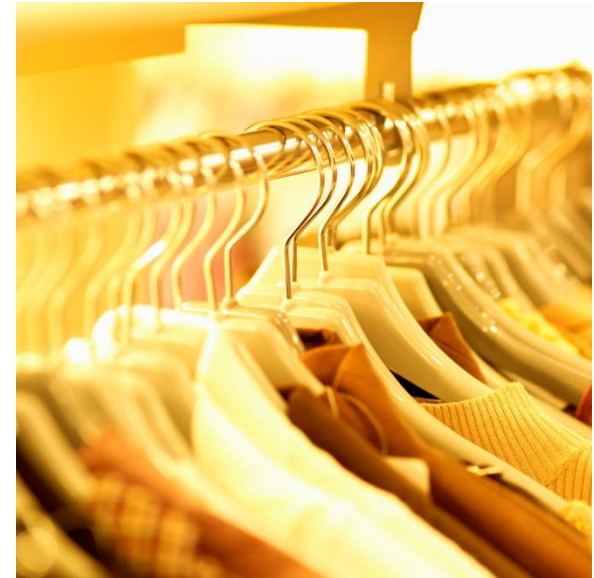


- **Breakfast & Orientation** **Monarch Ballroom**
- **Etiquette Workshop** **Monarch Ballroom**
- **Treasure Mapping** **Catalina Room**
- **Wardrobe Area** **Crystal Ballroom**
- **Dressing Rooms** **Crystal Ballroom**
- **Photography Room** **San Clemente**
- **Valet/Wrapping** **Crystal Ballroom**
- **Lunch** **Courtyard**



IMPORTANT INFORMATION

- **Dress: Business Casual**
 - Please do NOT wear Sweats, Ball caps OR Jeans
- **Wear comfortable shoes**
 - Tennies are OK!

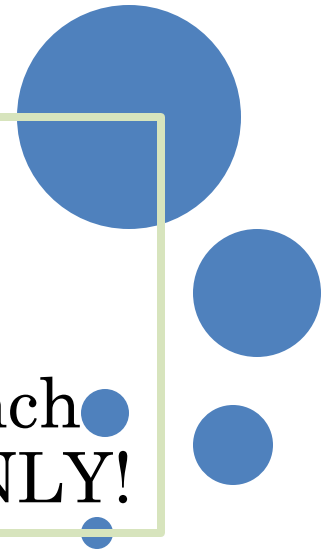


IMPORTANT INFORMATION

- Please wear fanny packs. We cannot accommodate purses, and will ask you to leave them in your cars.



- Please respect our hosts at the Hilton, Irvine- Smoking in designated areas **ONLY!**
- Please eat your breakfast & lunch in the ballroom & courtyard **ONLY!**

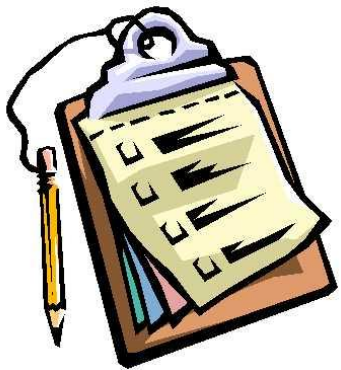


VOLUNTEER TASKS



Ambassadors

- Welcome our guests outside & guide them to the hotel & registration tables



Registration

- Locate nametag sheet/schedule for each guest
- Check off roster

VOLUNTEER TASKS



Photography Assistant

- Ensure that the guests names and programs are identified as their picture is taken

Workshop Assistants

- Be sure facilitators have water and supplies
- Assist facilitators and guests in treasure mapping workshop



VOLUNTEER TASKS



Personal Shoppers

- Ensure that each guest receives the dress and accessory or tuxedo selection that best suits his/her needs within our guidelines
- Return items not selected to appropriate racks.

Merchandisers

- Keep the wardrobe area in organized condition
- Assist Personal Shoppers as time allows
- Add dresses/tuxedos to display racks
- Move additional inventory to racks from back up stock



VOLUNTEER TASKS



Accessory Assistants

- Help to select accessories (shoes, purses, jewelry for the girls/ ties, belts, shoes for the gentlemen)
- Keep supplies stocked for each shopping hour

Dressing Room Assistants

- Keep Dressing Rooms organized and return dresses/ tuxedos not selected to appropriate racks.

Wrappers

- Wrap dress or tuxedo in garment bag and accessories in shopping bag
- Present to Dream Girl or Distinguished Gentleman to carry
- Direct all Dream Girls or Distinguished Gentlemen to their next appointment

VOLUNTEER TASKS

Valet

- Ensure that all signage is up before volunteers and guests arrive
- Assist with traffic flow in the parking lot
- Direct the Dream Girls and Distinguished Gentlemen to an open wrapping station.
- Ensure that our guests' new wardrobes are tagged with their names.

Set-up

- Various areas need to be set up – tables, racks, clothing displays, gift bags, etc.



VOLUNTEER TASKS

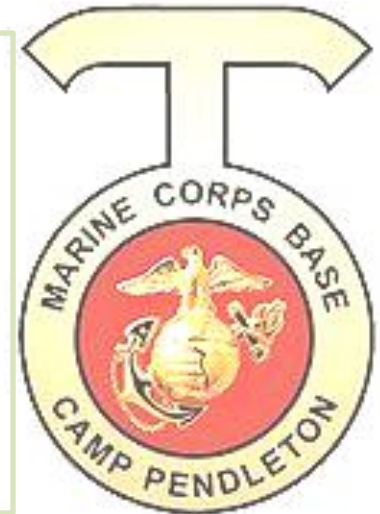


Clean-up

- Make sure all trash, empty boxes, etc. is put in the dumpster
- Help us leave The Hilton just as we found it for our event.

Tear down

- All remaining dresses will be donated to the Camp Pendleton Marine wives event
- Help pack up accessories, move clothing, load trucks, etc.



PERSONAL SHOPPER TIPS

1. **Learn the merchandise before shopping begins**
2. **Meet your DREAM Girl or Distinguished Gentleman and discuss the event they are attending – Prom, Party, etc.**
3. **Determine size**
4. **Take dresses or tuxedos into dressing room**
5. **Return dresses or tuxes not selected to proper racks**



PERSONAL SHOPPER TIPS

6. **Select shoes, purse and accessories**
7. **Take items to Wrapping Station so dress or tux can be put in a garment bag for guests to take with them**
8. **Those who are also workshop assistants, direct Dream Girl or Distinguished Gentleman to their next workshop. Those who only have personal shopper assignment, stay in the boutique to greet the next group.**
9. **Clean up and organize for each hour of shopping**



**Join the shopping excitement!
Each session is 80 minutes**

SHOPPING WARDROBE

As the Size is Available!!!

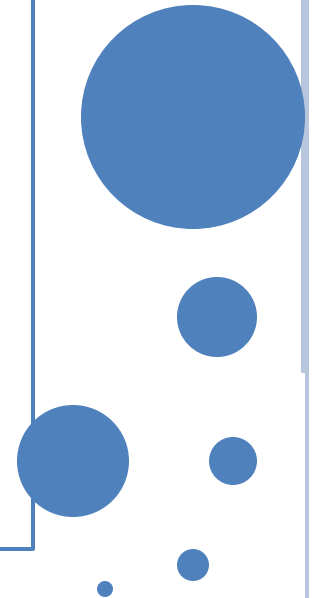
DREAM Girls:

- Dress 1 for each
- Jewelry 2 -3 pieces
- Shoes One pair
- Purse One



Distinguished Gentlemen:

- Tuxedo 1 for each
- Dress shirt 1 for each
- Tie 1 for each
- Shoes One pair
- Belt 1 for each



HOW YOU CAN HELP US!

- **Collect prom dresses and accessories shoes, purses, and jewelry along with tuxedos, vests, dress shirts and bowties.**
 - **Plus sizes are always important to us!**
- **Help us make connections for donated items and in-kind services**



WHAT WE NEED TO COLLECT



WE'VE GOT GREAT VOLUNTEERS



- **We are recruiting 200 volunteers!**

DON'T FORGET TO REGISTER!



- We want to make sure that we have the perfect volunteer opportunity for you.

Please complete and return the Volunteer Registration Form by February 11.

Your support is so important to us & we thank you, however we can not accommodate walk-in volunteers at this event!

TIPS!

- Be sure to be on time or early!
- Wear VERY comfortable shoes
- Leave your purse in your car
- We ask that you Go Green with us and carpool to this event
- Look out for our sidewalk signs to point you in the right direction



Contacts for Questions:

- **Megan Harless**
MeganH@workingwardrobes.org **714-210-2460**
- **Marlo Kirkham**
MarloK@workingwardrobes.org **714-210-2460**

MAP & DIRECTIONS: IRVINE HILTON

Parking is FREE

Park at Autobytel across the street from the Hilton



From South Orange County:

Take 5 North
Merge onto the 405 N
Exit MacArthur and turn LEFT
Proceed to Douglas and turn LEFT

From Los Angeles:

Take 405 South
Exit MacArthur and turn LEFT
Proceed to Douglas and turn LEFT

AT THE END OF THE DAY WHAT WE WILL DO TOGETHER?



- Make dreams come true for hundreds and hundreds of young teens!!!

- Have a great time!



UPCOMING VOLUNTEER OPPORTUNITIES



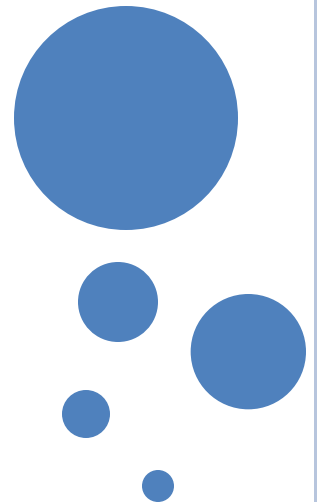
- **Women's Day of Self Esteem**
 - **Sunday, May 20th, 2012**
 - **Los Amigos High School, Fountain Valley**
- **Blue Jeans, Boots & Swing Fundraiser**
 - **Saturday, June 30th, 2011**
 - **The Shea Center, San Juan Capistrano**

MORE VOLUNTEER OPPORTUNITIES



- 15th Annual Men's Day of Self-Esteem
 - October TBD
 - Los Amigos High School, Fountain Valley

- Baubles & Bags Fundraiser Brunch
 - November 4th, 2012
 - The Nixon Library, Yorba Linda





THANK YOU
VERY
MUCH!

**THIS EVENT WOULD NOT BE
POSSIBLE WITHOUT YOUR
SUPPORT!**

